

HOW TO RETURN A FILED CONTRIBUTION

When you log into the e-filing system, the first page you will see is your home page. On this page you can choose what action you would like to perform in the action menu. You can also see a schedule of upcoming reports.

Q: What is a "Filed Contribution?"

A: It is a contribution that is in a report that you have already filed.

IMPORTANT REMINDER

Whenever you make a change to a filed contribution, you will have to file an amended report.

When you are finished making all the changes:

1. Click on the **VIEW/FILE REPORTS** tab at the top of the screen.
2. In the Filing History table, find the report that contains the contributions you amended.
3. Click the **AMEND** link next to the report name.

Step 1: Click on the **AMEND A FILED CONTRIBUTION** button in the action menu on your homepage.

What do you want to do today?

Enter a Contribution	File a Report	Enter an Expenditure
Amend a Filed Contribution	Search Transactions	Amend a Filed Expenditure
View / Amend an Unfiled Contribution		View / Amend an Unfiled Expenditure
Enter / Amend a Loan		Enter / Amend a Debt

Step 2: You have two options to find the contribution you want to amend, delete or return. You can simply click the **FIND CONTRIBUTIONS** button to get a list of all your contributions, or you can also use the search criteria to find a specific type of contribution.

Contribution

Contribution Type

All Contribution Types

Election Type

Date From

Date Through

Dollar Amount From

Dollar Amount Through

EDI Item Number [for EDI users only]

Contributor

Contributor Type

All

Find Contributions

Clear

Contribution Work Page

Contributor Summary

Step 3: When you have a list of contributions, select the action you want to take by clicking on **AMEND**, **DELETE** or **RETURN** for the contribution you want to change.

Contributor	Contributor Type	Contribution Type	Election	Receipt Date	Amount	Offset	Amended			
ABIGAIL ADAMS	Individual	Monetary (Itemized)	General	09/10/2014	\$250.00	No	No	Amend	Delete	Return

HOW TO RETURN A FILED CONTRIBUTION (cont.)

HOW TO RETURN A CONTRIBUTION

Step 1: After clicking **RETURN**, the original contribution is displayed on the screen and you can enter the amount returned and the date of the return. An explanation for the return is required.



When you make a change to a filed contribution, you will have to file an amended report.

Contribution Return	
Contributor Name:	RACHEL CARSON
Contribution Amount:	\$250.00
Receipt Date:	06/10/2014
Contribution Type:	Monetary (Itemized)
Return Date:	<input type="text" value="9/10/2014"/>
Amount Returned:	<input type="text" value="\$250.00"/>
External Reference ID [for EDI users only]	<input type="text"/>
Explanation: *	<div>CONTRIBUTOR ALREADY GAVE MAXIMUM.</div>
<div><input type="button" value="Update"/> <input type="button" value="Cancel"/></div>	

Step 2: Click **UPDATE**. You will get a message to confirm that the return has been saved.

Contribution Return has been saved.

Step 3: Click the **RETURN** button. You will be able to review the returned contribution in the list of unfiled contributions.

Contributor	Contributor Type	Contribution Type	Election	Receipt Date	Amount	Offset	Amended			
RACHEL CARSON	Individual	Returned Contribution - CONTRIBUTOR ALREADY GAVE MAXIMUM.	General	09/10/2014	(\$250.00)	No	No	Amend	Delete	